

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, January 23, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Arthur, Chahal, Downey, Garcia, Iringan, Lind, Swiger, Tsao
Commissioners/Alternates Absent: Grilli
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates The Chair seated Alternates Tsao and Downey before Commissioner Lind arrived.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of October 24, 2002.
Approved with spelling corrections.

M/S: Swiger/Iringan Ayes: All

V. Agenda **MOTION** to approve the January 23, 2003 agenda.
M/S: Swiger/Iringan Ayes: All

VI. Announcements/Correspondence

Staff announced the following items: 1) Welcome to new alternates Charlene Tsao and Linda Downey; 2) Commissioners Recognition Dinner, Thurs., 1/30/03, 7 p.m. at the Crowne Plaza Hotel; 3) Sister Cities International Nov./Dec. 2002 newsletter and 2003 Membership Directory; 3) Contact from two cities exploring possible sister city relationships with Milpitas: Dagupan City, Philippines, and Dongguan City, China.

VII. Citizen's Forum

Bill Dale, who resides at 211 Smithwood, addressed the commission. He is with the CPAC emergency planning commission. He found a ham radio operator in our sister city and made some contact and will try again. If any events may be appropriate to set up the radio to contact our sister city, he may be available for assistance.

Mayor Esteves addressed the commission and encouraged everyone to attend the upcoming commissioner's dinner.

VIII. Elections

Staff called for nominations of Chair. Debra Garcia was named.
MOTION to elect Debra Garcia as Chair of the Commission.
M/S: Iringan/Lind Ayes: All

Staff called for nominations of Vice Chair. Echo Arthur was named.
MOTION to elect Echo Arthur as Vice Chair of the Commission.
M/S: Iringan/Swiger Ayes: All

VIII. New Business

1. MILPITAS-TO-TSUKUBA 2003 CULTURAL EXCHANGE

Over the past two months, the commission received correspondence from Tsukuba City about visits for 2003. The visits will basically remain the same. Staff distributed e-mail from Commissioner Grilli with his concerns. Commissioners' Arthur and Garcia have a concern about our ability to provide transportation. Commissioner Arthur spoke with a representative from Tsukuba, who said they would provide a bus for transportation from the airport to Tsukuba City. They are also attempting to coordinate a way for people to stay in cabins 20 minutes away from the city offices in Tsukuba.

Commissioner Arthur noted that Tsukuba is not expecting us to provide transportation. They understand that we do not have funds for their transportation. Commissioner Grilli has found good rates in the past for transportation, which we will pass along to Tsukuba. Commissioner Grilli suggested that we reduce the maximum number of students to 8 and adults to 1 or 2. Commissioner Swiger stated that more adults should be allowed and Commissioner Garcia agreed. However, they would consider reducing the number of students to about 12. They will need to discuss this issue with Tsukuba to have this be a reciprocal number. If the number were dropped to 8, students would be limited. Commissioner Lind discussed issues about locating accommodations and behavior issues. Chair Garcia stated will talk to Tsukuba to determine their view in this regard. The general consensus among the commission was that 12 students for this trip is acceptable. Commissioner Swiger asked that the commission outline preferences for a Memorandum of Understanding with Tsukuba before June and perhaps obtain concurrence of the Milpitas City Council. Discussion followed that this is a good idea and the commission's charge under its Bylaws, and seeking permission from the Council to do so was not necessary. The commission would present a final MOU for Council consideration to adopt. Commissioner Lind suggested having events closer to Milpitas that are less costly. The commission agreed that the goal is to have the visitors spend the majority of time in Milpitas.

Commissioners' Lind and Echo will research events that are close to Milpitas and will report at the February meeting. School Board Member Mendizabel stated that summer school will not be taking place during the Tsukuba visit, however, there can still be a tour of the school or perhaps a special session could be convened. Commissioner Arthur will determine travel dates and report.

Commissioner Garcia requested further discussion on this item at the February meeting.

IX. Old Business

2. RESEARCH UPDATE: CITY IN PROVINCE OF FLORENCE, ITALY

Commissioner Iringan provided an update. He suggested that we should not pursue a sister city relationship at this time with Florence, since we have current interest from two other cities. Commission Garcia concurred, suggesting that the commission focus on the two cities showing

interest and table this research for now. By consensus, the commission agreed to remove this item from the agenda.

3. SISTER CITY ASSOCIATION (SCA) UPDATE

Commissioner Garcia will report on this item in February. Commissioners' Swiger and Lind suggested that commissioners should not be part of the SCA. Staff will check with the City Attorney regarding a conflict of interest. Several commissioners had questions about assisting the SCA with their fundraising. Councilmember Livengood clarified that there are problems with commissioners participating in fundraising efforts. He recommended bringing the issue to the Council if there is a specific need for funds. Staff also noted that if needed, there is a mechanism to request a budget appropriation from Council. Although there are budget issues this year, if the association conducted effective fundraisers, then it could supplement what the City can afford for items such as gifts. Councilmember Livengood also clarified that the SCA would need to follow guidelines for fundraising and file yearly reports.

4. SISTER CITIES INTERNATIONAL (SCI) WEB PAGE & NEW BINDER REVIEW

Staff conducted a brief review of new binders, suggested organization tips, and the contents. The web page review was postponed to the February agenda due to technical difficulties.

X. City Council Report

Councilmember Livengood reminded everyone about the upcoming commissioner's dinner. He also stated that the commission should be aware of reasons that our city is pursued for a sister city relationship. It may be less desirable when a city's focus moves away from a relationship between communities and cultural exchanges, and towards a relationship that fosters business contacts. Even though there are certain advantages to businesses being in partnership with a sister city relationship, that is not the main purpose of the commission and it may not be as beneficial to the community.

XI. Future Agenda Items

1. From Dagupan City, Philippines, Present Sister City Request & Requested Timeline (Feb.)
2. Milpitas-to-Tsukuba City Visit (Feb. - continued)
3. From the Silicon Valley Chinese American Computer Association and Dongguan City, China, Present Sister City Request (March - tentative)
4. Tsukuba-to-Milpitas Cultural Exchange, Budget Planning Session (March)
5. General calendar/procedures checklist for preparing cultural exchanges (TBA)
6. Discussion with Sister City Association representative (TBA)

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:20 p.m. until the next regularly scheduled meeting, Thursday, February 28, 2003.

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, February 27, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:03 p.m.

Commissioners/Alternates Present: Arthur, Chahal, Downey, Garcia, Iringan, Swiger, Tsao
Commissioners Absent: Grilli, Lind
City Council Liaison Absent: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates No alternates were seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of January 23, 2003.
Approved with corrections to item one, paragraph three, to remove a special session of summer school being convened.

M/S: Swiger/Iringan Ayes: All

V. Agenda **MOTION** to approve the February 27, 2003 agenda.
M/S: Swiger/Iringan Ayes: All

VI. Announcements/Correspondence

Staff announced that Francis Chien from the Silicon Valley Chinese American Computer Association notified us that Dongguan City in China is not able to pursue a sister city relationship with Milpitas because they already have one established with Hartford Connecticut. It is his understanding that China's government does not allow its cities to have more than one sister city relationship with cities in the U.S.

VII. Citizen's Forum

No citizens addressed the commission.

VIII. New Business

1. DISCUSSION: REQUEST FROM CITY OF DAGUPAN TO ESTABLISH A SISTER CITY RELATIONSHIP

Staff stated that the commission has a request for a sister city relationship from the City of Dagupan in the Philippines, which is a three-hour drive from Manila. Dagupan councilors (council members) unanimously adopted this request and their application was turned in on January 15, 2003. Romy Manual, President of the Dagupan City Association of Northern California, spoke to the commission and introduced members of the association who were present in the audience. This association is a corporation that has been in existence since 1986 and Milpitas Mayor Esteves has been on the Board since 1996. Mr. Manuel stated that the basis of the relationship at this point would be to foster an information exchange between elected officials and staff. Dagupan leaders believe their city can learn from Milpitas and perhaps the relationship could be expanded in the future.

Chair Garcia asked about student exchanges.

Mr. Manual stated that they are interested in an information exchange at this point. He stated that when student exchanges were to be considered, Mayor of Dagupan noted exchanges would be conducted by civic organizations in Dagupan.

Chair Garcia asked about the nature of the information exchange.

Mr. Manual stated that Mayor of Dagupan is concerned with pollution and traffic issues as well helping children who need foster homes and researching programs for the elderly.

Commissioner Iringan asked about the population of Dagupan and security and crime issues.

Mr. Manual responded that the resident population is 130,000, with an additional transient population of 30,000 to 40,000 during the day. He stated that there are the usual petty crimes and they do not have major security problems. Those problems exist in the southern part of the Philippines.

Commissioner Chahal asked how the relationship between the cities would benefit Dagupan.

Mr. Manuel stated Dagupan is interested in studying various Milpitas ordinances to help improve Dagupan's city services. This would also be their first sister city relationship with a city in the United States. They have a 10-year sister city relationship with a city in Japan. However, this is handled by a civic organization, not the City of Dagupan.

Commissioner Swiger asked about security issues involving the New People's Army communist group in the area.

Mr. Manual stated that this is not a major problem in the urban cities and the group is mostly located in the Southern area and mountain regions.

Chair Garcia asked how the relationship between the cities would benefit Milpitas.

Mr. Manual replied that Milpitas would have a chance to learn about the City of Dagupan and noted that there is a large Philippino population in Milpitas. He stated that it would enhance goodwill, starting with contact between elected officials. The Mayor of Dagupan is planning a trip to Milpitas in April 2003.

Commissioner Iringan asked about Dagupan's civic organizations and involvement.

Mr. Manual stated that Dagupan has three Rotary Clubs and two Lion's International Clubs. The city government does encourage the involvement of civic organizations within their government and these organizations would be more likely to deal with cultural and student exchanges and any coordination should this occur with Milpitas.

Vice Chair Arthur asked if Dagupan had a sister city association, and if not, were they planning on starting one.

Mr. Manual said they currently do not have an association and any plans for one would need to be discussed with their Mayor.

Vice Chair Arthur asked how local citizens would benefit if the exchange were only between elected officials and staff. If the exchange is only between officials, then perhaps a sister city relationship is not needed.

Commissioner Iringan also asked for details.

Mr. Manual stated that he believed the exchange of information between governments would be beneficial. These would be focused on traffic mitigation, environmental and tax initiatives, better zoning and care for the elderly. Perhaps it would be possible to expand the relationship in the future.

Staff discussed options for establishing a "friendship relationship" versus a sister city relationship. She noted benefits of an established, agreed-upon sister city relationship. Staff's recommendation is that the commission consider a sister city relationship between Dagupan and Milpitas. There is an invitation from Dagupan to begin a foundation of understanding between two municipalities. The relationship could be established for a specific timeframe, with a future review to either expand or redefine the relationship.

Chair Garcia suggested the idea of some kind of friendship relationship to begin with for one year. Then based on how it's developing, the commission could determine how to move forward and whether it will grow and include cultural exchanges.

Commissioner Swiger suggested a two-year review because of possible trips.

Mr. Manual stated that the government would visit Milpitas.

Commissioner Iringan also suggested a two-year review.

Schoolboard member Mendizabal stated that a group of people who live in Milpitas help to facilitate the trips and other activities between Tsukuba City and Milpitas and asked Dagupan representatives if there would be a group of citizens from Dagupan here in Milpitas who would help facilitate.

Mr. Manual replied that there would be a core group in Milpitas who would facilitate interest in trips. He also asked if a friendship relationship falls within the guidelines of a sister city relationship.

Staff replied no, that the City, as a member of Sister Cities International, defines sister city relationships separately from a friendship relationship. The description of a friendship relationship is used for agreements that can lead to a formal sister city relationship. A friendship relationship would still go before the City Council to be named as a friendship relationship and the community would most likely host visitors as opposed to the commission.

Mr. Manual again stated that the City of Dagupan is very keen on having a sister city relationship with Milpitas.

Staff requested that the commission look at how to frame this request for a sister city relationship.

Chair Garcia asked if there is a reason that Dagupan prefers an official sister city relationship as opposed to a friendship.

Mr. Manual stated that the Dagupan Council desires the formal sister city relationship.

Commissioner Swiger suggested having a government-to-government relationship for two years, then conducting a review.

Mr. Manual asked about having a possible cultural exchange within the two years.

Commissioner Swiger stated that it should not be a problem. There could be an agreement in which both parties could agree to a cultural exchange if the opportunity arose.

Staff stated that a memorandum of understanding could be written to include this possibility.

Chair Garcia asked how the Milpitas City Manager would view such a relationship in terms of the time involved for Milpitas City staff to process information requests from Dagupan.

Staff will write an internal memo requesting review of any policy issues regarding this concern.

Mr. Manual stated that he believes this will not take much time for Milpitas staff and that the information exchange may happen about twice a year.

Chair Garcia, with consensus from the commission, directed staff to work with Mr. Manual and his association to investigate details and to come back with a draft MOU for a sister city relationship to the commission for review as a work session on the March agenda.

Mr. Manuel thanked the commission for its time and willingness to review a sister city relationship with the City of Dagupan.

IX. Old Business

2. MILPITAS-TO-TSUKUBA 2003 CULTURAL EXCHANGE: JUNE 13 – 22, 2003

Vice Chair Arthur and Chair Garcia received several e-mails from Tsukuba City asking for details about our trip, because they want to start recruiting for host families. Vice Chair Arthur stated that the current round-trip airfare is \$891.00. With her travel agency discount, the fare departing on the weekend will be \$761.80. They will depart on June 13th and return on June 22nd. The City of Tsukuba said they are comfortable with 16 students (8 girls and 8 boys), and the number of adults is open. Both Chair Garcia and Vice Chair Echo will be attending. They spoke with the principals at Rancho and Russell Middle Schools who are helping to recruit students. They have not yet contacted private schools. Vice Chair Echo volunteered to contact St. Johns and Milpitas Christian School and Rainbow Bridge. Also, an invitation will be sent to Council and other city officials.

Schoolboard member Mendizabal will speak with Dr. Black about putting out an announcement.

Chair Garcia requested staff to place the adult application on the city's website, place information in the Milpitas Post and public service announcements on City media, and schedule an orientation meeting for the first week in April in the Committee Conference Room. It was determined that the deadline for applications would be Fri., March 21, 2003.

The City of Tsukuba has given options for different activities. The groups can visit the Mayor. Students would go to the middle school and participate in buckwheat noodle making at the campsite. They would also tour Tokyo and have a free day with their host family. Adults can go to Mashiko Pottery and Yuki Tsumugi Dying and Weaving classes. They can also have a tour of old town streets in Tochigi City (1.5 hours from Tsukuba.)

The City of Tsukuba is willing to pay for transportation, as well as free lodging for adults in their city owned cabins. Vice Chair Echo stated that most cities have lodging for visitors. Their only request is that guests should bring towels and toiletries.

Vice Chair Echo said that Tsukuba is asking if we can pay for their transportation while they are here, since they have been providing transportation for our visit. They suggested paying for transportation instead of paying for food at the Friendship Party – perhaps this could be a potluck.

Staff stated that the commission has a budget session in March and at that meeting they could discuss making a request to the City Council to cover transportation to and from the airport. The budget request could include funds for catering and incidental entertainment costs for the Friendship Party. Staff noted that difficult economic conditions may require that funding requests be prioritized. Chair Garcia estimated that the transportation would cost \$950.00.

Chair Garcia noted that this item would carry to the March agenda.

Commissioner Swiger suggested that the commission should determine any changes to the MOU before the visit to Tsukuba. Staff stated that a copy of the MOU is on the city website for further study.

Discussion followed regarding horseback riding as a possible activity for Tsukuba visitors. It was noted that the number of ranches offering horseback riding is limited and the cost is very high.

3. SISTER CITY ASSOCIATION (SCA) UPDATE

Three Milpitas residents have agreed to participate on this association: Lisa Nakamatsuo, Bonnie Boscsch, and June Romero.

Commissioner Swiger asked about the cost associated with obtaining a non-profit status. He believes it is only a \$10 dollar fee, but asked staff to research this. Staff will check with the City Attorney regarding the cost, however the expectation is that the answer is noted in the paperwork and not necessarily known by the person that prepared the filing.

Commissioner Swiger asked that the commission have an advisory seat from the Sister Cities Association. The commission concurred.

The Chair asked that, pending new information and business, this item be removed from the agenda.

4. SISTER CITIES INTERNATIONAL (SCI) WEB PAGE & NEW BINDER REVIEW

Staff presented a demonstration of how the Sister Cities International (SCI) web page works by logging into the site and reviewing different areas.

One of the best services offered includes policy guidance and the International Community Resource Center (ICRC). Within the ICRC there are services such as translating e-mail, finding funding opportunities, cities seeking cities, low cost travel insurance, networking, a how-to section, and information about legislative policies. There is a Member Central area with further language translation resources, as

well as alerts for world travel. Information about Milpitas and its representatives has been posted on the site.

X. City Council Report

No report.

XI. Future Agenda Items

1. Draft MOU Sister City relationship with From Dagupan City, Philippines (March)
2. Milpitas-to-Tsukuba City Visit, 6/13-22/03 (March)
3. Tsukuba-to-Milpitas Cultural Exchange, Budget Planning Session, 8/18-25/03 (March)
4. General calendar/procedures checklist for preparing cultural exchanges (TBA)
5. Discussion with Sister City Association representative (TBA)

XII. Adjournment

No further business was discussed with the meeting adjourned at 9:15 p.m. until the next regularly scheduled meeting, Thursday, March 27, 2003.

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, March 27, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:05 p.m.

Commissioners/Alternates Present: Arthur, Downey, Garcia, Grilli, Iringan, Swiger, Tsao
Commissioners Absent: Chahal, Lind
City Council Liaison Present: Bob Livengood
MUSD Liaison Absent: Mike Mendizabal

II. Alternates Alternates Tsao & Downey were seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of February 27, 2003.
Page 5, Item 3, make change to note that Chair Garcia requested cost information.
M/S: Swiger/Iringan Ayes: All

V. Agenda **MOTION** to approve the March 27, 2003 agenda.
M/S: Grilli/Iringan Ayes: All

VI. Announcements/Correspondence

Staff distributed a page from the Milpitas Chamber of Commerce March newsletter that recognized Commissioner Tsao for her leadership with the Chamber's Sister Chamber Taiwanese-American Chamber of Commerce of Northern California.

VII. Citizen's Forum

Francis Chien was present to represent the Silicon Valley Chinese American Computer Association. The association is fifteen years old with several members that reside in Milpitas. Membership consists of business people who represent computer brokers. The Association is interested in a possible sister cities relationship for Huizhou City, China, which is 48 miles from Hong Kong. This city was established 1400 years ago and is ten times larger than Hong Kong, with 140 miles of coastline, and a population of 3.2 million. Huizhou is an excellent travel destination, and is a model city for environmental conservation in China. A compact disk about the City was presented to the Chair. Mr. Chien distributed a translated letter from the People's Government of Huizhou City which grants the Association authority to represent its request to establish a sister cities relationship with Milpitas.

Giselle Ming discussed a possible sister cities relationship with Tianjin, China. Ms. Ming is a Chinese radio reporter. Tianjin is the third largest city in China. Historically, the city is the largest industrial area in Northern China, and is one hour north of Beijing. The People's Government of Tianjin is open to technological and cultural exchanges. Ms. Ming distributed information, which staff will include in the April agenda packet.

VIII. New Business

1. TSUKUBA-TO-MILPITAS 2003 CULTURAL EXCHANGE, 8/17-24/03, BUDGET PLANNING SESSION

The commission combined Items 1 & 3 for discussion.. Also, note that the dates for the visit have changed to Sun., August 17 through Sun., August 24.

Vice Chair Echo announced that there could be one dinner on the itinerary for the Tsukuba-to-Milpitas visit. Chair Garcia forwarded the "fun things to do list" to Tsukuba. Staff has reservations being held until the commission confirms the activities. The commission will review potential activities and direct staff accordingly for reservations of City facilities at the April meeting.

Chair Garcia stated that the Milpitas-to-Tsukuba visit might need to be cancelled due to a much lower number of students that enrolled for the trip this year. She suggested possibly postponing the trip until next year, and extending the MOU for one more year. Only five student applications were received, and there are additional high school students that are interested (four of which have completed the trip already). She noted the need to check enrollment for Tsukuba's visit to Milpitas as well. Commissioner Grilli concurred, noting that the five applicants would be able to attend next year if this year's trip is cancelled. Chair Garcia suggested that Vice Chair Arthur make a personal inquiry to determine Tsukuba's perspective on the 2003 visits and potential to extend the MOU. Commissioner Swiger suggested that although Milpitas could cancel its trip, Tsukuba might still opt to visit Milpitas. Chair Garcia noted that the commission could suggest this as an option to Tsukuba.

Consensus of the commission was that the Milpitas trip to Tsukuba would be cancelled and hopefully postponed until next year, and to recommend extending the MOU for one additional year (through 2004). Vice Chair Arthur will contact the Tsukuba representative to determine if Tsukuba desires to proceed with their visit to Milpitas this year or postpone it for a year. The commission is willing to host the visit as usual. Councilmember Livengood concurred that it is not practical to move forward with a visit to Tsukuba with only five student enrollments. He noted that the MOU could be extended through official action of the City Council. Vice Chair Arthur will provide a report at the April meeting.

IX. Old Business

2. PROPOSED MOU FOR SISTER CITY RELATIONSHIP WITH DAGUPAN CITY, PHILIPPINES

Romy Manual representing the Dagupan City Association was present to discuss the draft MOU. By consensus from the commission at the February meeting, staff worked with Mr. Manual to follow the same basic format as the Milpitas/Kukizaki MOU, and to include the commission's comments from the February review.

Commissioner Swiger suggested making an edit to item one, paragraph (c), to remove sister cities commission and include all city commissions. Commissioner Swiger asked if staff or anyone else had discussed paragraph 2 with any of the organizations listed to determine their interest. Mr.

Manual replied that several members of his association belong to the listed organizations in Milpitas. Commissioner Swiger suggested that the word "possible" be added before the word "involvement."

Commissioner Iringan stated that the draft looks good.

Council member Livengood stated that the City Council is looking for a recommendation from the commission about whether or not to proceed in this matter. He suggested that the packet to the City Council should include the MOU, and a series of benchmarks for the sister cities relationship (i.e. community support, etc.) Staff requested that the association prepare a statement about community involvement to be included in the City Council packet. The statement should include the names of the Milpitas residents and their affiliations. Mr. Manual stated that he would prepare a document for this purpose.

Staff can add a beginning and end date to the MOU, allowing for a review in two years. Staff will track meetings for the commission's agenda for a timely review and analysis to determine whether or not to recommend continuing the relationship beyond two years. Staff will also notify the commission about potential visit dates and exchanges of municipal information.

MOTION to recommend approval of the draft MOU with noted changes to the City Council.

M/S: Swiger/Iringan Ayes: All

Staff noted that this item could be presented to the City Council on Tuesday, April 15.

3. MILPITAS-TO-TSUKUBA 2003 CULTURAL EXCHANGE, 6/13-22/03
See discussion under item 1.

XI. CITY COUNCIL LIAISON REPORT

X. City Council Report

No report.

XI. Future Agenda Items

1. Potential One-year Extension, Milpitas/Tsukuba MOU (April)
2. Tsukuba-to-Milpitas Visit, 8/17 – 24/03 (April)
3. Application for Sister Cities Relationship: Tianjin, China (April)
4. General calendar/procedures checklist for preparing cultural exchanges (TBA)
5. Discussion with Sister City Association representative (TBA)

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:20p.m. until the next regularly scheduled meeting, Thursday, April 24, 2003.

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
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Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, April 24, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Arthur, Chahal, Downey, Garcia, Grilli, Iringan, Lind, Swiger, Tsao
Commissioners Absent: none
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates No alternates were seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of March 27, 2003.
M/S: Swiger/Grilli Ayes: Arthur, Chahal, Garcia, Grilli, Iringan, Swiger
Abstain: Lind

V. Agenda **MOTION** to approve the April 24, 2003 agenda.
Staff Correction: Proper spelling of Gisella Meng's name.
M/S: Lind/Swiger Ayes: All

VI. Announcements/Correspondence

Staff Liaison Stobbe stated that a Request for Sister City application from Huizhou City, China, was included in the commission's April agenda packet and distributed two items: 1) 4/17/03 *Milpitas Post* article about Milpitas' sister city relationship with Dagupan City, Philippines, and; 2) Directory of Local Officials. Chair Garcia provided an overview of the 4/15/03 City Council meeting and noted its unanimous approval of SCC's recommendation; Swiger, Iringan, and Garcia attended with a reception following; Dagupan City representatives distributed t-shirts, which the Chair will distribute at the May SCC meeting. Staff offered a videotape of Council's review and discussion and stated KMLP, Channel 15 will also rerun the meeting.

VII. Citizen's Forum

There were no comments from the public.

VIII. New Business

1. APPLICATION FOR SISTER CITIES RELATIONSHIP: TIANJIN, CHINA

Chair Garcia invited Tianjin City representative Gisella Meng to the conference table and opened the discussion by requesting that Meng provide an overview of the Request for Sister City form.

Meng: She has spoken with the president of a technological association who expressed his enthusiasm about participating with Milpitas Chamber of Commerce; there is interest to establish coordination with Tianjin's chamber of commerce, and; Tianjin is interested in establishing cultural exchanges with students.

Tsao: Is there a local Chinese chamber of commerce? Meng: This is in a development process, but has not yet been formed.

Garcia: What is the interest and support within Milpitas community? Is there an established group of citizens in Milpitas interested? Meng: Would like to research a core support group and present this to SCC.

Lind: Reviewed brochure and noted Tianjin's population of 9.6 million, possibly the third largest city in China. What does Milpitas have in common with Tianjin? Meng: Both have similar cultural and technological interests. Lind: It is not evident that a group within Milpitas is coming forth to support this application. What are the educational aspects? Meng: Considering rapid development of technological aspects, there are similar businesses seeking opportunities. Lind: This appears to be an opportunity for industry contact only.

Garcia: What are the aspects of an average city in China? Meng: There is no valid comparison. Sister city relationships create the platform to meet each other and determine common aspects and interests.

Tsao: Does Tianjin have other sister city relationships? Meng: The brochure notes Chicago, IL; there are at least four in the U.S. and more than 50 established relationships worldwide.

Arthur: Why did Tianjin choose Milpitas? Meng: Tianjin desires relationships with cities that show enthusiasm for and openness to formal sister city relationships, which Milpitas does show willingness and respect for such relationships. Mayor Esteves referred Meng to SCC when she first expressed this interest.

Garcia: What is citizen and business support within Milpitas? SCC will need to have demonstration of such support. Meng: Will research and provide this data.

Tsao: Asked that Meng please clarify this information. Garcia: Residents should be present at SCC meetings along with written support describing what their responsibilities toward the relationship (developing communications; coordinating events or trips; noting types of business connections, and what businesses would provide specific types of support).

Chahal: What schools and other social connections would be part of this relationship? Meng: Tianjin has many technological and collegiate schools, and connections exist between local and regional media such as the Chinese radio station on N. Milpitas Blvd.

Discussion followed regarding types of evident support, such as grassroots, residential involvement and people interested in developing and supporting an active cultural relationship.

Swiger: Tianjin's population is too large and he doesn't believe this is an appropriate match for Milpitas.

Livengood: Provided a suggestion: SCC may ask the representative to bring back requested information; however, if a majority of SCC doesn't believe this city to be a fit, say so now to provide direction. SCC may want to determine if this is an opinion shared by other members.

Grilli: Noted past discussions about other cities where a population scale is not comparable. He doesn't think Tianjin represents a moderate-sized city in China, as Milpitas does in the U.S. In addition, hearing a promotion of business interests isn't a primary focus of SCC's goals for relationships. Stated his agreement with Swiger.

Consensus discussion followed including validity in comparing population; balancing business interests with a cultural focus, and; concerns about a core support group of residents to fulfill the relationship and possible exchanges. Development of Milpitas' first sister city relationship was reviewed: business relationships were used to support cultural/student exchange aspects of the relationship that underwrote and assisted the community; focus should be to enrich the citizens' environment, not business interest. It is acceptable that businesses support the cultural aspects of a relationship with Milpitas; it is not acceptable to SCC to enter into a relationship to fulfill business goals.

Lind: If there is a core group of Milpitas citizens to support the relationship, then she is willing to hear further discussion.

Meng: Noted discussions with business representatives, students and different interests; cultural interests are in cooperation between the two cities; she would like to show where opportunity is to fit each other's needs.

Downey: Supports receiving more information with a demonstration of business and residential interests.

Garcia: Asked SCC for direction. Responses: SCC is willing to receive additional information. Goals for the next discussion would be a presentation supporting residential involvement of a cultural relationship. This should include a proposal of a type of cultural exchanges and a core group with a list of addresses of Milpitas residents willing to support a cultural relationship would be sufficient.

Chahal: Noted that in a worldwide population comparison, Milpitas is a village compared to other cities. SCC should consider common interests.

Consensus was to request that Ms. Meng determine the core group of Milpitas residents and local business to demonstrate support and propose the nature of a sister city relationship at May meeting.

2. POTENTIAL ONE-YEAR EXTENSION, MILPITAS/TSUKUBA MOU, JUNE 2000 – AUGUST 2003

Vice Chair Arthur reviewed her conversation with a Tsukuba City representative. There is unofficial approval to extend the relationship one year. Official agreement is expected in writing in May. Discussion followed about scheduling the request for Council agenda and consensus was to target the June 3 Council agenda. Arthur stated that the new Tsukuba staff contact is Mr. Motohisa Hosota. Staff requested contact information for forwarding to all SCC members. Staff will place Tsukuba's letter and contact information into the May 22 agenda packet.

IX. Old Business

3. TSUKUBA-TO-MILPITAS CULTURAL EXCHANGE, 8/17 – 24/03

Arthur reported that Tsukuba City has decided to postpone traveling to Milpitas this year, and expressed an interest to conduct the cultural exchange next year with an extension of the memorandum of understanding between Milpitas and Tsukuba.

XI. CITY COUNCIL LIAISON REPORT

X. City Council Report

Council member Livengood praised SCC's work on the formal agreement with Dagupan City noting that the Council was impressed with local support. He stated he is looking forward to the developing relationship and future cultural exchanges.

XI. Future Agenda Items

1. Application for Sister Cities Relationship: Huizhou, China (May)
2. Potential One-year Extension, Milpitas/Tsukuba MOU (May)
3. Application for Sister Cities Relationship: Tianjin, China (May)
4. Dagupan Relationship: SCC Point of Contact & Additional Information (May)
5. General calendar/procedures checklist for preparing cultural exchanges (TBA)
6. Discussion with Sister City Association representative (TBA)

XII. Adjournment

No further business was discussed with the meeting adjourned at 7:51 p.m. until the next regularly scheduled meeting, Thursday, May 22, 2003.

MOTION to adjourn the meeting of April 24, 2003.

M/S Lind/Grilli Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, May 22, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:05 p.m.

Commissioners/Alternates Present: Chahal, Downey, Garcia, Iringan, Swiger
Commissioners/Alternates Absent: Arthur, Lind, Tsao, Grilli
City Council Liaison Present: Bob Livengood
MUSD Liaison Absent: Mike Mendizabal

II. Alternates Alternate Downey was seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of April 24, 2003.
Noted changes: None
M/S: Chahal/Iringan Ayes: All

V. Agenda **MOTION** to approve the May 22, 2003 agenda.
Noted changes: None
M/S: Chahal/Iringan Ayes: All

VI. Announcements/Correspondence

Staff distributed commission business cards and the 5/22/03 *Milpitas Post* editorial. Staff Liaison announced she will not be present at the June meeting and requested commission members contact the Recording Secretary should they need any assistance.

VII. Citizen's Forum

Al Garcia, 1134 Ridgemont Drive, Community Advisory Commission Chair, announced that he was speaking on behalf of the City Council, Police and Fire Departments regarding the National Neighborhood Night Out. The goal is to increase neighborhood participation, build neighborhood spirit and allow people to connect with their neighbors. Mr. Garcia stated that he is visiting each commission to let them know about this event and he distributed program information. Last year six neighborhoods participated. Desired participation this year is at least eighteen neighborhoods. Currently, twelve neighborhoods will participate.

VIII. New Business

1. APPLICATION FOR SISTER CITIES RELATIONSHIP: HUIZHOU, CHINA

Frances Chien spoke as a representative from the Silicon Valley Chinese American Association (SVCAA). Two years ago, members of the Huizhou government came to Milpitas and were very impressed during a reception held by SVCAA. They expressed a strong interest in establishing a sister city relationship. Recently, the Mayor of Huizhou told the SVCAA that he would like to establish a sister city relationship with Milpitas. Both are beautiful, friendly cities with a strong high technology business sector. Huizhou officials are interested in a cultural and educational exchange program and representatives are here to make a formal request for a sister city relationship between Huizhou and Milpitas. Mr. Chien distributed a list of supporters, some of whom will speak during the meeting. Huizhou is approximately 60 miles north of Hong Kong, with a population of 3.2 million, and an area about 10 times the size of Hong Kong.

Hong Lei, from the Consulate General of the People's Republic of China spoke about the sister city relationship policy in China. He stated that the Chinese municipal government established the rules for sister city relationships. There is a national Chinese Peoples Friendship organization which oversees sister city relationships and the organization is based in Beijing. The basic rule is that one city in China can only have one sister city in a foreign country. For example, Shanghai, China has a sister city relationship with San Francisco, therefore, Shanghai cannot have another sister city in the United States. However, Shanghai can have other friendship relationships with cities in the U.S. This rule does not prevent the Chinese cities from friendship relationships. Huizhou does not currently have a sister city relationship in the U.S., however, Tianjin does have one with the state capital city of Connecticut. Most of the major cities in China already have a sister city relationship in the U.S.

Sean Liou is a member of President's Advisory Commission on Asian Americans and Pacific Islanders. He lives in Fremont and owned a technology business in Milpitas for twelve years. In his role, he has a visible presence in the Asian community across the country. He stated that the most important and vital part of Milpitas is the citizens. Through a sister city relationship, the cities can share cultures and this will also help with diversity issues.

Gunawan Ali-Santosa, 2290 Glenview Drive, is a member of the city's Telecommunication Commission. He stated that a neighbor approached him about a proposal for a sister city relationship and he asked how this would benefit Milpitas. His neighbor arranged for him to watch a video on Huizhou. He has never been to China and concluded that the proposal represents tremendous opportunities, such as the sharing of art, education and history. We can also share information about Chinese medicine and develop a friendship to promote peace.

Peter Chen, stated that his company, Neon Technology, has been in Milpitas for fourteen years. His company works with Selectron and the Taiwan American Commerce Dept. Also, the company frequently exports to Asia and is currently working with Taiwan and China Telecom. His company does business with AOL and other U.S. companies. Mr. Chen is also a member of SVCAA.

Eileen Chen's company, Suncrest Enterprises, has been in Milpitas for ten years with headquarters in China. She has been to Huizhou and stated that it is a beautiful city and she supports a sister city relationship with Milpitas.

Toby Yip, 285 Edgewater Drive, spoke as a representative of the young Chinese population. He has lived in Milpitas for ten years and is a senior manager for ORACLE. His company has done work in China and his parents own an electronic business in Huizhou. He has been there twice and stated that it is a beautiful city. He noted the difficulty in finding skilled technical workers in Huizhou and he thinks this can be a benefit for Milpitas technology workers who may want to work in China. He believes that a sister city relationship will open up career opportunities for Milpitas youth.

Jerry Shiao, founder of Silicon Valley University at 1649 South Main Street, used to live in Milpitas. He worked for Cisco for five years, then he began the university. The university started with the assistance of the current and prior mayors, with a focus on MS degrees in computer science and engineering. The school is a non-profit organization and their national accreditation is pending. He believes that Huizhou is a compatible city with Milpitas. Many of his employees live in Milpitas.

Andrew Lee, Vice Chairman of the SVCAA stated that their organization is very active in the Bay Area. Many of their members live and/or work in Milpitas and he represents their community support.

Chair Garcia: Stated a concern that the majority of speakers had a main focus on business.

Chien: Stated that their intent is not to focus on business and they would like to focus on culture and education. They are working on a plan and would like to have a student exchange program. He stated that youths are preparing a written proposal about a cultural exchange. Huizhou is a 1,400-year-old city and there is a long history to share with Milpitas. The involvement of businesses helps to generate needed funds for cultural and other exchanges. He will be asking for donations from businesses for the program. The current Vice Chairman of the SVCAA is a large contributor to social programs, and the group would focus on education and culture to develop a sister city relationship with Milpitas.

Swiger: Asked questions about Huizhou's geography.

Chien: The area of Huizhou is about ten times the size of Hong Kong so the density is much lower.

Chahal: Asked how many people live in one square kilometer.

Chien: Replied he will find out and report back.

Garcia: Requested for this item to be moved to the June agenda at which time the commission will view the video.

Swiger: Requested to receive the full 20-minute video presentation at the June meeting.

Garcia: Requested proposal demonstrating how the SVCAA would facilitate the cultural and educational exchanges of the sister city relationship.

Mr. Chien thanked the commission for its review and direction. He introduced Dr. John Longwell, President of the Santa Clara County Medical Association, Saratoga Medical Clinic, as a supporter of the sister city relationship.

By consensus, the commission carried this item to the June agenda.

2. DAGUPAN RELATIONSHIP: SCC POINT OF CONTACT & ADDITIONAL INFORMATION

Commission Swiger noted that the commission has a duty to review the sister city relationship, however many of the activities may take place outside of the commission. He stated the need for someone to report to a contact person on the commission to keep them updated. Commissioner Irinigan volunteered to be the contact person and will determine local points of contact for Dagupan. By consensus, the commission carried this item to June to obtain an update from the Dagupan City Association of Northern California.

3. 2004 CITY CALENDAR REQUEST

The commission voted unanimously to cancel its meetings in November and December 2004.

M/S Swiger/Iringan Ayes: All

IX. Old Business

4. APPLICATION FOR SISTER CITIES RELATIONSHIP: TIANJIN, CHINA

Gisella Meng stated that many residents have shown enthusiasm for a sister city relationship with Tianjin. She will present signatures from resident supporters at the next meeting.

Ms. Gillespie, the Executive Director of the Asian American Donor Program, stated that this is a thirteen-year-old non-profit organization. There is a Milpitas resident who used the program. She supports the sister city relationship because it would help communication between the donor registries in China and the U.S.

Hong Chen of Gric Communications spoke on behalf of his employees. He resides in Saratoga, but his office is in Milpitas. He stated that a sister city relationship with Tianjin would open a positive collaboration between the U.S. and China. Officials from the City of Tianjin have visited his offices and he would like to see a student cultural exchange.

Steve Lu, is a member of the Senior Advisory Commission and president of the Chinese Evergreen Club at the Milpitas Senior Center. His daughter is a resident of Milpitas. He supports the idea that Milpitas could have a sister city relationship with one of the largest cities in Mainland China. Tianjin is very generous and welcoming; they greatly enjoy having guests. Through this relationship, there could be advantages for seniors, such as senior cultural exchanges, as well as political and student exchanges. Tianjin is also famous for the Chinese Opera and perhaps they could send a delegation to perform and attract people from major cities to Milpitas. Many members of the Evergreen Club come from the Tianjin area.

Ms. Meng is communicating with Tianjin officials who are eager to work with Milpitas. They have their history to share and are very open to the Milpitas culture. Tianjin's education official likes the idea of a student cultural exchange. She will bring residents to a future meeting who are willing to host students from Tianjin.

Garcia: Liked the comments by Mr. Lu and the idea of involving seniors. She would like to see a core group of citizens who have some proposals and how they plan to support this aspect of a relationship.

Ms. Meng: Thanked the commission and requested to continue this item pending further research.

Councilmember Livengood: The commission is looking for community support. Is there a large interest from people who live and work here and are they willing to keep the sister city relationship going? It is important to demonstrate this to the commission. This can be time consuming and the quality of support is very important, particularly during visits.

By consensus, the commission carried this item to the June agenda.

5. POTENTIAL ONE-YEAR EXTENSION, MILPITAS/TSUKUBA MOU, AUG. 2003 – AUG. 2004

Chair Garcia reported that the City of Tsukuba responded with its disappointment that both cities are unable to conduct their mutual visits this year, however, Tsukuba desires to extend the current MOU for one year. Staff noted that, pending formal recommendation from the commission, an updated MOU would be presented to the City Council at its June 3, 2003 session. Staff would update the MOU for presentation to the City Council to reflect effective dates of August 2004 and 'City of Tsukuba'.

Motion to recommend updates to and one-year extension of the MOU with the City of Tsukuba to City Council at its June 3, 2003 session.

M/S Iringan/Swiger Ayes: All

X. CITY COUNCIL LIAISON REPORT

None noted.

XI. Future Agenda Items

1. Potential One-year Extension, Milpitas/Tsukuba MOU, Update on Council action. (June)
2. Application for Sister Cities Relationship: Tianjin, China (June)
3. Application for Sister Cities Relationship: Huizhou, China (June)
4. Dagupan Relationship: SCC Point of Contact & Add'l Info (June)
5. General calendar/procedures checklist for preparing cultural exchanges (TBA)
6. Discussion with Sister City Association representative (TBA)

XII. Adjournment

No further business was discussed with the meeting adjourned at 9:00 p.m. until the next regularly scheduled meeting, Thursday, June 26, 2003.

Motion to adjourn.

M/S Chahal/Iringan Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, June 26, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:10 p.m.

Commissioners/Alternates Present: Arthur, Chahal, Garcia, Iringan, Lind, Swiger
Commissioners/Alternates Absent: Downey, Grilli, Tsao
City Council Liaison Absent: Bob Livengood
MUSD Liaison Absent: Mike Mendizabal

II. Alternates No Alternates were seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of May 22, 2003.

M/S: Swiger/Iringan Ayes: Arthur, Chahal, Garcia, Iringan, Swiger
Abstain: Lind

V. Agenda **MOTION** to approve the June 26, 2003 agenda.

M/S: Lind/Iringan Ayes: All

VI. Announcements/Correspondence

Staff noted the following news articles and correspondence included in the agenda packet: 5/29/03 *Milpitas Post Milestones* article recognizing commission alternate Charlene Tsao; 5/22/03 *Milpitas Post Opinion* article supporting Milpitas/Dagupan Sister City Relationship; Sister Cities International (SCI) Annual Membership invoice for \$575 and 6/02/03 letter from Tim Honey, Executive Director; undated letter from same promoting additional contribution to SCI's Annual Fund 2003; 5/09/03 invite letter from St. Louis, MO, Mayor Francis G. Slay to Mayor Esteves for the 2003 SCI conference 7/23 – 26/03; Neighborhood Night Out (8/12/03) outline distributed by Al Garcia, Citizens Advisory Commission Chair, at the 5/22/03 commission meeting.

VII. Citizen's Forum

Jim and Elaina Lawson, addressed the commission about the Milpitas Alliance for the Arts and the Hillcrest Art in Your Park Project. Mrs. Lawson stated that there was a recent art unveiling at Murphy Park and the goal is have a piece of art in each park. An RFI was sent out to artists and three finalists were chosen. Mrs. Lawson showed art models of the three finalists to the commission. She distributed leaflets to the commission to obtain their feedback.

Mayor Esteves visited the commission and thanked them for their work. He stated that he is pleased that the commission is busy working on sister city relationships, which will generate more cultural activities.

VIII. Old Business

1. APPLICATION FOR SISTER CITIES RELATIONSHIP: TIANJIN, CHINA

Gisella Meng contacted Chair Garcia and asked to put a hold on the potential sister city relationship with Tianjin. Ms. Meng would like to visit the commission at a future date to be determined.

Motion to table this item until further notice.

M/S Swiger /Iringan Ayes: All

2. APPLICATION FOR SISTER CITIES RELATIONSHIP: HUIZHOU, CHINA

Francis Chien introduced Sean Young, the Chairman of the Silicon Valley Chinese American Association (SVCAA), who participated with the delegation that visited from Huizhou two years ago. Mr. Young reiterated that his organization has a good impression of Huizhou due to their high technology development similarities with Milpitas. Also, Mr. Young stated that the Chinese consulate supports this sister city relationship.

Peter Chen presented a twenty-five minute video about Huizhou.

Toby Yip, 285 Edgewater Drive, a Milpitas resident for ten years, stated that he supports the program.

Gunawan Ali-Santosa, 2290 Glenview Drive, is a member of the City's Telecommunication Commission. He supports the proposal and believes it represents excellent opportunities.

Chien: Answered Commissioner Chahal's question from the May commission meeting in which he wanted to know how many people live in one square kilometer. The answer is about 287.

Swiger: Asked how the different districts are set-up. Chien: In the U.S., a county essentially controls a city, whereas smaller cities in China are controlled by larger cities. Huizhou controls many smaller cities.

Swiger: Stated that there must be a wide variety of cultural things to see such as lakes, mountains, farms and other centers. He also asked about school structure. Young: Replied that the first six years are in elementary school, the next several years are lower middle school (like American junior high school), then three years higher middle school (similar to American high school), and finally, four years at a university.

Chair Garcia: Stated that Huizhou looks like a beautiful and wonderful city. Within Milpitas, who would be the people who would find host families and coordinate internships, etc. Chien: They plan to work with local residents who support the program. They could form a group to work on the student exchange programs. They will not be using public money, only private funds. He spoke with a contact at Milpitas High School who expressed interest in forming a club to work on this project.

Young: The SVCAA was formed in this area in 1987. The group is financially sound.

Arthur: Stated the need for long-term support, not just a one-time event. She wants to make sure there is sufficient citizen support. Young: Their organization is interested in a long-term commitment. This is the

first time SVCAA has participated in this type of program and they are very excited about it. Yip: He spoke to neighbors about hosting students and they showed interest.

Chahal: Asked how many different dialects are in Huizhou. Young: There is a huge diversity in Huizhou, with a variety of dialects.

Yip: Presented ideas about Huizhou culture and interests and possible sister city activities. Some cultural experiences could include: "Huizhou Food Week", Friendship Logo (could design to represent relationship, with a Milpitas & Huizhou artist), dancing class (U.S. students could teach hip-hop, etc.), book exchange, visit places of worship (several older temples), a calligraphy show, and Chinese folk and classical music. Huizhou also has many small villages to visit.

Swiger: Asked about the visa requirements. Yip: U.S. citizens can go to the Chinese consulate to obtain visas. It is a very easy and quick process.

Arthur: Recognized their effort. Stated that they have presented an in-depth outline, which cannot be accomplished in one year, however pieces of it can be worked on.

Garcia: Asked if they are proposing to develop a separate support group from SVCAA - or would SVCAA be the people who make the calls and do the work for student exchanges. Chien: Does not believe that one association can carry out all of the tasks, but they could be a catalyst and get the program running. They would also make sure that it continues and would find local residents that can work on the program.

Garcia: From her experience, they really need to have an organization formed before the relationship starts. To keep it alive, it's important to have the framework from the beginning. She would like to see a group of citizens who are willing to be the contacts, make the phone calls and coordinate events as this is a large undertaking. Chien: Believes they are ready for that type of commitment.

Swiger: Noted to the Huizhou representatives that there is a Dagupan City Association., which is a local group who supports their own sister city relationship with Milpitas. He is also concerned about ongoing support, not just a jumpstart. Young: If approved, they will form a small workgroup to begin the process. Iringan: Would like to see local support. Arthur: Stressed the need to make sure there is a long-term commitment.

Chien: Requesting that the commission make a recommendation to the City Council for a sister city relationship at some point soon.

By consensus, the commission carried this item to the July agenda to consider the request.

3. DAGUPAN RELATIONSHIP: SCC POINT OF CONTACT & ADDITIONAL INFORMATION

Commissioner Iringan volunteered to be the main contact between the commission and Dagupan City Association of Northern California, Inc. Association Chairpersons Ramon Aoanan and Evelyn Ramirez were present, along with Romy Manuel who is the point of contact for the City of Dagupan.

Aoanan: Asked questions about communication. Iringan: Stated that he is the point of contact and needs to be copied on all correspondence.

Swiger: Requested a letter providing contact names and information.

Garcia and Iringan requested that staff draft a contact sheet to distribute once the information is received.

Swiger: Suggested that they keep a log of events for later review purposes. The Dagupan representatives accepted this request.

By consensus, the commission decided to leave this item on the agenda as an ongoing item.

4. REPORT: ONE-YEAR EXTENSION, MILPITAS/TSUKUBA MOU, AUG. 2003 – AUG. 2004

Chair Garcia reported that City Council approved the final draft of the MOU at its June 3, 2003 session. She directed staff to post the final MOU on the City of Milpitas website.

By consensus, the commission decided to leave this item on the agenda as an ongoing item.

IX. CITY COUNCIL LIAISON REPORT

No report.

X. Future Agenda Items

1. Determine 2003 and/or 2004 sessions to plan Milpitas/Tsukuba cultural exchanges (July)
2. Application for Sister Cities Relationship: Huizhou, China (July)
3. Dagupan Relationship: SCC Point of Contact & Additional Info (July)
4. Application for Sister Cities Relationship: Tianjin, China (TBA)
5. General calendar/procedures checklist for preparing cultural exchanges (TBA)
6. Discussion with Sister City Association representative (TBA)

XII. Adjournment

No further business was discussed with the meeting adjourned at 9:10 p.m. until the next regularly scheduled meeting, Thursday, July 24, 2003.

M/S Chahal / Iringan Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, July 24, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Downey, Garcia, Iringan, Lind, Swiger
Commissioners/Alternates Absent: Arthur, Chahal, Grilli
City Council Liaison Present: Bob Livengood
MUSD Liaison Absent: Mike Mendizabal

II. Alternates Alternate Downey was seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of June 26, 2003 with noted correction of commission member Swiger's name under Item 1, page 2.

M/S: Lind/Iringan Ayes: All

V. Agenda **MOTION** to approve the July 24, 2003 agenda.

M/S: Lind/Iringan Ayes: All

VI. Announcements/Correspondence

Chair Garcia announced alternate commissioner Tsao's resignation from the commission due to an automobile accident. Staff distributed correspondence from Ms. Tsao noting her positive experience on the commission.

Staff distributed a copy of a June 16 letter to Mayor Esteves, including copies of subsequent letters to staff, from the Shenyang City, China, indicating their interest in a sister city relationship with Milpitas.

VII. Citizen's Forum

Gunawan Alisantosa, 1 2290 Glenview Drive. Invited the commission to the Hillview Estates Annual Neighborhood picnic on August 2nd at Hillcrest Park.

Walter Chen Ph.D., Shenyang New City Representative office, 400 Ellington Ave., S.F. 94112. Mr. Chen provided information and spoke in support of a sister city relationship

with Shenyang. He had just visited Shenyang which has a population of 7.2 million. Major industries include electronics, biopharmaceutical, food and beverage, and construction. They are interested in establishing a Transpacific Trade Center.

Staff responded that this inquiry is referred to the Milpitas Economic Development Commission and provided business cards for the staff liaisons. Mr. Chen's information will be forwarded to those contacts.

VIII. Old Business

1. APPLICATION FOR SISTER CITIES RELATIONSHIP: HUIZHOU, CHINA

Francis Chien addressed the commission and distributed contact information for the recently formed Huizhou-Milpitas Sister City Committee. The committee includes Milpitas residents and business people. Mr. Chien introduced several residents that were in attendance who will participate on the committee, including Mr. Chen, owner of the House of Ruyi restaurant in Milpitas; Mr. Wong, a Milpitas resident for seven years; and Eileen Chen with Suncrest, Inc. Mr. Chien will be leaving for Huizhou on July 29th and will return with information from its Mayor.

Sean Liou 35156 King Court, Fremont, spoke again in support of the relationship.

Mr. Alisantosa stated that he is impressed that this committee has moved so quickly, and was pleased with the receipt of the letter from Huizhou. They are working so that the costs associated with the program are not a burden on the taxpayer. This relationship will promote friendship and peace and be a great cultural exchange.

Chair Garcia: Concern was to see a core group of citizens from Milpitas that would support coordination, housing and events, etc., which is shown with this committee listing. A sister city relationship is a rewarding yet time consuming relationship. A grassroots group is the most important part of the relationship.

Lind: Reinforced the understanding that this commission will decide whether or not to make a recommendation to the City Council, but the City Council will make the ultimate determination.

Swiger: Noted that he was at first apprehensive about the size of Huizhou. However, this group has completed everything asked by the commission. He is in favor of a 2-year agreement.

Iringan: Stated he supports the establishment of a sister city relationship with Huizhou.

MOTION: Approve formal recommendation to the City Council of a 2-year sister city relationship with Huizhou.

M/S: Swiger /Iringan Ayes: Garcia, Downey, Iringan, Swiger Noes: Lind

Discussion followed with the commission directing staff to facilitate a draft MOU with Mr. Chien and Huizhou representatives. Staff will work to bring a draft MOU back to the commission to review in August before presentation to City Council. The draft is to be reviewed and accepted by Huizhou City officials.

Swiger: Suggested that staff create general terms to work on more details at the next commission meeting.

Livengood: The commission will need to follow a two-step process. After their initial research, the commission can make a recommendation to the City Council for a sister city relationship with Huizhou that could include a boilerplate document (MOU) or a document with more detail. The City Council would like to see a vision from the commission. Also, a two-year agreement needs to have a program laid out for each year with parameters.

Swiger: The commission should consider the initial MOU with Kukizaki and how it evolved over time to determine appropriate MOU language in its recommendation to the City Council.

Mr. Chien thanked the commission for its recommendation and stated he looks forwarding to coordinating the MOU with staff from both cities.

Per consensus of the commission, this item will be discussed further during the August meeting.

2. DAGUPAN RELATIONSHIP: SCC POINT OF CONTACT & ADDITIONAL INFORMATION

Commission member Iringan volunteered to be the commission's main contact with the Dagupan City Association of Northern California (DCANC) representatives. Commissioner Iringan distributed contact information for DCANC and noted that this list includes contacts in Dagupan and Milpitas.

Discussion followed regarding commission's responsibility to track development of this relationship for evaluation and report to the City Council. Iringan requested that staff write a letter from him to Dagupan City Administrator Rafael Baraan. Purpose is to introduce Iringan as the commission's point of contact, refer to the two-year MOU, and provide a reminder to inform the commission (i.e. Commissioner Iringan) of events. By consensus, the commission agreed this to be an ongoing agenda item.

3. STATUS REPORT: ONE-YEAR EXTENSION, MILPITAS/TSUKUBA MOU, AUG. 2003 – AUG. 2004

The City Council approved the final draft of the Memorandum of Understanding (MOU) at its June 3, 2003 session. In mid-June, three originals were sent to Tsukuba, and the commission has not received the two original signature sets yet. Chair Garcia will follow-up to request return of the two signed MOUs.

IX. CITY COUNCIL LIAISON REPORT

No report.

X. Future Agenda Items

1. Milpitas/Tsukuba cultural exchanges (August)
2. Recommended Sister Cities Relationship: Huizhou, China (August)
3. Dagupan Relationship: SCC Point of Contact & Additional Info (August)
4. Application for Sister Cities Relationship: Tianjin, China (TBA)
5. General calendar/procedures checklist for preparing cultural exchanges (TBA)
6. Discussion with Sister City Association representative (TBA)

XII. Adjournment

No further business was discussed with the meeting adjourned at 9:00 p.m. until the next regularly scheduled meeting, Thursday, August 28, 2003.

M/S Swiger /Lind Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, August 28, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:05 p.m.

Commissioners/Alternates Present: Chahal, Downey, Garcia, Grilli, Iringan, Lind
Commissioners/Alternates Absent: Arthur, Swiger
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates Alternate Downey was seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of July 24, 2003

M/S: Iringan/Chahal Ayes: All

V. Agenda Staff noted two corrections: Item 1, typo; Item 3, proper spelling of 'Rafaael'.

MOTION to approve the August 28, 2003 agenda with corrections.

M/S: Iringan/Downey Ayes: All

VI. Announcements/Correspondence

Staff announced that terms for commissioner Iringan and Chahal will expire in September and they have indicated their desire to remain on the commission. The city clerk will place their reassignment on the September 16th City Council agenda. They may attend this meeting to receive their certificate of reappointment.

Staff received a sister city inquiry from Urdaneta City in the Philippines which is in the same province as Dagupan City. Staff is informed that a Urdaneta City representative will submit a sister city interest form before the September Commission meeting.

Chair Garcia noted that Tsukuba recently sent produced videos tapes and commissioners are free to take these home or may obtain videos from staff.

VII. Citizen's Forum

No comments.

VIII. New Business

1. COMMISSION BY-LAWS REVIEW AND APPROVAL

The Commission last reviewed and adopted its by-laws on June 27, 2002. The City Clerk's Office reviewed all commission by-laws for presentation to Milpitas City Council, which were adopted at the August 19, 2003 meeting. The commission reviewed and approved the adopted by-laws.

MOTION to approve the adopted by-laws.

Chahal/Iringan

Ayes: All

VIII. Old Business

2. RECOMMENDATION OF SISTER CITIES RELATIONSHIP: HUIZHOU CITY, CHINA

At their July meeting, the Commission approved a recommendation to the City Council that Milpitas should enter into a two-year sister city relationship with Huizhou. Direction to staff was to facilitate a draft memorandum of understanding (MOU) text for review. This text was under development with Huizhou staff and was not complete prior to agenda mailing for the August meeting. Staff distributed a proposed draft MOU.

Mr. Francis Chien, Silicon Valley Chinese American Computer Association (SVCACA), provided an overview of the six-person delegation representing the Huizhou-Milpitas Sister City Committee and SVCACA that visited Huizhou August 2 – 9. This was the first time he had visited Huizhou City and noted that it is beautiful and spread out over a large area. The city actually has half a million residents, whereas the entire area has 3.2 million. Their organization was invited to stay in the area near a lake on an island and included a visit with Huizhou's Acting Mayor Huang Yebin. Huizhou's previous mayor was promoted to another level and they now have an acting mayor who also supports the sister city relationship. In the Chinese system the mayor is not the highest level, the previous mayor was promoted to that higher level – this does not affect the sister city relationship. Mr. Chien discussed the MOU with Acting Mayor Yebin who requested detailed information about Milpitas, such as the geography, demographics, and industries.

Staff recommended that any further information on Milpitas could be as enclosures with the draft letter included in commissioners' agenda packets.

Mr. Mendizabel noted that it would be helpful to include information about the school district. He will provide this to staff.

In addition, Gunawan Alisantosa suggested sending Mayor Esteves' state of the union address.

Mr. Chien stated that Huizhou would particularly appreciate a video since most of Huizhou's officials do not speak or read English.

Garcia suggested the video that was made for Nations in Bloom. Staff will follow-up to obtain the video.

Chahal: Asked who promoted the previous mayor.

Chien: Mayors in China are nominated, not elected, then the government selects whom to appoint.

Staff will follow-up with the information requests for mailing to Huizhou City contact Diana Gui by the end of next week. Consensus was to keep this item on the agenda.

3. DAGUPAN RELATIONSHIP: SCC POINT OF CONTACT & ADDITIONAL INFORMATION

Commissioner Iringan is the commission's main contact with the Dagupan City Association of Northern California (DCANC). Included in the agenda packet is a draft letter to Dagupan City Administrator Rafael Baraan. Staff was available to complete minor draft changes for signature after the meeting.

Iringan: Noted some corrections on name spelling on the draft letter. He stated that Dagupan is preparing for a huge celebration beginning on December 19 and ending on December 30. Elected, appointed, and government officials are invited. He is working on airfare with a current quote of \$640. Accommodations and transportation will be provided. There is a sign up sheet and they would like to know who is attending.

Councilmember Livengood: Interested in the celebration, but will be out of town during the holidays.

Chair Garcia: Also unable to attend due to family and work commitments.

Iringan: Noted that the deadline to sign up for the trip would be October 31. A dinner reception for Milpitas delegates will occur on December 21, and there will be a guided tour the following day.

Garcia: Asked if a gift is expected.

Iringan: Responded that the commission is requested to provide a gift.

Staff will research and report back in September. The Commission has a \$500 budget this fiscal year.

Livengood: Suggested that the commission come back at the next meeting with different options and in the meantime do research on gifts that would be appropriate. This is very important for the first visit.

Romy Manual: Would like to clarify that the invitation to Dagupan includes spouses or a significant other. He also noted that Mayor Esteves will arrive in Dagupan on December 18.

Evelyn Ramirez: Noted that guests may stay for only two or three days if unable to stay through the holidays.

Consensus was to keep this item on the agenda for updates about this cultural exchange.

4. STATUS REPORT: ONE-YEAR EXTENSION, MILPITAS/TSUKUBA MOU, AUG. 2003 – AUG. 2004

Chair Garcia reported that she has corresponded with Tsukuba. A small, informal delegation from Tsukuba will visit Milpitas Sept. 30 through Oct. 2. They are requesting to meet with the commission during their stopover. They had not signed the MOU yet as they want to add a trip in July 2004 when the Mayor will visit. Garcia let them know that additional trips may be arranged and would not affect the terms of the updated MOU. Tsukuba delegates stated they would bring the signed MOU. Chair Garcia requested that arrangements be made to conduct a special meeting of the commission on October 1.

Staff stated that a special meeting can be called, however, there needs to be a quorum. The Human Resources conference room is available on that date.

Councilmember Livengood: Asked who is in the delegation.

Garcia reported that five people would be visiting. Two are commission members and the other three are staff members. The chair of their commission will be attending.

Staff announced that Mayor Esteves is available to hold a brief meeting with the delegation at 6:00 p.m. on October 1, followed by a tour of City Hall, then the meeting in the Human Resources Conference Room at 7:00 p.m.

Livengood: Asked about translation issues.

Garcia: Noted that two of the attendees speak English, and Vice Chair Arthur will be available to translate.

Staff requested follow-up from the commission to select upcoming commission meetings in 2003 and 2004 to begin planning the cultural exchanges.

IX. CITY COUNCIL LIAISON REPORT

No report.

X. Future Agenda Items

1. Milpitas/Tsukuba cultural exchanges (September)
2. Recommended Sister Cities Relationship: Huizhou, China (September)
3. Dagupan Relationship: SCC Point of Contact & Additional Info (September)
4. Application for Sister Cities Relationship: Tianjin, China (TBA)
5. General calendar/procedures checklist for preparing cultural exchanges (TBA)
6. Discussion with Sister City Association representative (TBA)

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:15 p.m. until the next regularly scheduled meeting, Thursday, September 25, 2003.

M/S Chahal/Lind Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, September 25, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:06 p.m.

Commissioners/Alternates Present: Arthur, Chahal, Garcia, Iringan, Mateo, Swiger
Commissioners/Alternates Absent: Downey, Grilli, Lind
City Council Liaison Present: Bob Livengood
MUSD Liaison Absent: Mike Mendizabal

II. Alternates Alternate Mateo was seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes MOTION to approve the Minutes of August 28, 2003

M/S: Chahal/Iringan Ayes: Arthur, Chahal, Garcia, Iringan, Swiger Abstain: Mateo

V. Agenda MOTION to approve the September 25, 2003 agenda.

M/S: Iringan/Chahal Ayes: All

VI. Announcements/Correspondence

Chair Garcia introduced and welcomed newly appointed second alternate Roselda Mateo.

Staff announced that commissioners Iringan and Chahal were reappointed with their terms effective through September 2006. Staff provided these information items: 1) Request for volunteers at Walk-to-School event on 10/08/03; 2) Sister Cities International misdirected letter and confusion with titles; 3) SCC's 10/01/03 special session is officially posted and the agenda is included in this meeting's agenda packet, and; 4) updated Directory of Officials. Brief review followed to correct contact information.

As a follow-up item, staff noted that a sister city interest form from Urdaneta City, Philippines was not received prior to this meeting.

VII. Citizen's Forum

None.

VIII. Old Business

1. RECOMMENDATION OF SISTER CITIES RELATIONSHIP: HUIZHOU CITY, CHINA

Staff noted that Mr. Francis Chien emailed to say he was traveling and unable to attend. As a representative of Huizhou City, he conveyed Acting Mayor Yebin's acceptance of the draft MOU included in the agenda packet.

Motion to amend the recommendation of a sister city relationship with Huizhou City to include a two-year duration and the final draft MOU.

M/S: Iringan/Chahal Ayes: All

Discussion followed regarding scheduling possible Council agenda dates. Chair Garcia directed staff to check with Huizhou representatives for desired dates and update commissioners accordingly.

2. DAGUPAN RELATIONSHIP: SCC POINT OF CONTACT & ADDITIONAL INFORMATION

Commissioner Iringan presented an official letter from Dagupan Mayor Lim to the Council and commission members. Mr. Romy Manuel stated that itinerary details for Dec. 18 – 23 would be added; basic dates are to leave on 16th; arrive Manila on 18th. Staff noted that the letter is available for distribution to Council. Mr. Manuel will provide a final itinerary to Commissioner Iringan and staff early next week for forwarding to council. He reviewed the activities, including accommodation arrangements. Confirmation is required by Oct. 31 to confirm that groups may stay in the same lodgings. Staff to provide cover memo re: contact Willie & confirm by 10/31 so Milpitas group may stay in same lodgings.

Discussion followed about weather conditions, accommodations, and water supply quality. Mayor Esteves will join the Milpitas delegation; commissioner Arthur has expressed interest. Commissioner Iringan is researching a gift with MUSD Liaison Mendizabal for Mayor Esteves to present. It will most likely be a photographic montage showing old and new Milpitas landscapes. He has found a sponsor for this gift.

3. STATUS REPORT: ONE-YEAR EXTENSION, MILPITAS/TSUKUBA, AUG. 2003 – AUG. 2004

Chair Garcia reviewed community support to host delegates on Wed., 10/01/03, including travel from San Francisco Airport. Staff stated that Mayor Esteves' comments were submitted. Chair Garcia noted that she would read comments at the meeting if Mayor Esteves were unable to attend. Vice Chair Echo provided the following names and titles:

Mr. Harehiko Nomura, Vice President, Tsukuba International Relations Committee
Mr. Tokio Ohoka, Director, Tsukuba International Relations Committee
Mr. Hisashi Aizawa, Director, Tsukuba International Relations Committee
Ms. Mayo Fuura, Director, Tsukuba International Relations Committee
Ms. Nami Iitsuka, Staff Member, Tsukuba International Relations Division

Commissioner Swiger requested that staff email the list of delegates' names and titles to commission members.

Vice Chair Arthur inquired about a welcoming gift when delegates arrive at Milpitas City Hall. Staff replied she would make available the gift bags from the Grand Opening Ceremony. Discussion followed

regarding tour details, including: running Tsukuba's videos on the plasma screens in the rotunda; conducting a tour of City Hall during the day instead of a 6 p.m., and; which commissioners would be present for the Wed., 10/01/03 special meeting, as a quorum would be required to take any action. Staff offered to call commissioners on Mon., 9/29/03 to confirm a quorum would be present.

Vice Chair Arthur reported the following planning for the Milpitas-to-Tsukuba visit in June 2004: cost set at \$762/person, tax included; delegation would leave June 12, return June 20; full payment required by the end of March; publicity needs to start in Dec., with placement in middle school newsletters, and City web site posting, public service announcements on City media.

Swiger: Requested ability to achieve a one-ticket discount 'fund' to help sponsor the picnic when Tsukuba visits Milpitas. Discussion followed regarding the merits of this approach. Arthur will ask the travel agency if this is possible and expressed concern about having a travel agency to 'hold' funds.

Iringan: Noted that a free ticket cannot be resold.

Garcia: Noted that funds may be requested from Council. And, it is possible to can get pricing from other agencies.

Arthur: Stated she has researched the least-cost travel agency, but will follow-up with agency that quoted.

Swiger: Stated that the commission needs a sponsor for Tsukuba trips.

Garcia: Replied that she spend months approaching business sponsors and found low to no contributions.

Swiger: Observed that travel from airport to Milpitas and airport to Tsukuba needs to be priced into the cost of the trip. Discussion followed regarding ways to pay cost of transportations to and from airports.

Iringan: Suggested review Swiger's idea off-line before beginning further research.

Garcia: Reviewed the airport travel request from Tsukuba in 2002. Noted her preference to adjust billing between the June and August trips to pay for the airport travel when Tsukuba visits Milpitas.

Commission decided to refer matter to a subcommittee to be named at the October meeting

Swiger: Stated that visits from Dagupan and Tsukuba offer good opportunities for publicity to the Milpitas community. He asked if the City maintained a public information office to support such activities. Staff responded that there is no such office, however she is assigned to assist the commission with this activity.

IX. CITY COUNCIL LIAISON REPORT

Council member Livengood stated he is looking forward to the Dagupan visit in 2004 and regretted that other obligations will keep him from attending the Milpitas delegation.

IX. FUTURE AGENDA ITEMS

Staff requested the following for upcoming meetings:

- Reschedule Thurs., Nov. 27 mtg. to Thurs., Nov. 20 due to Thanksgiving Holiday & cancel Thurs., Dec 25 due to Christmas Holiday and reconvene on January 22, 2004.
- Direct staff to format draft 2004 work plan for review and comment at the Oct. 23 mtg.
- Place elections for the Chair and Vice Chair positions on the January 22, 2004 agenda.

Sister City Relationships/Cultural Exchanges and Other Business:

1. Tsukuba Relationship & Cultural Exchanges (October)
2. Dagupan Relationship & Cultural Exchanges (October)
3. Recommended Sister Cities Relationship: Huizhou, China (October)

Discussion followed regarding titles to describe standing relationships, as noted above. By consensus, the commission approved the staff requests and sister city relationship discussions for the October agenda.

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:30 p.m. until the next regularly scheduled meeting, Thursday, October 23, 2003.

M/S: Swiger/Chahal Ayes: All

Respectfully Submitted,

Leslie Stobbe
Staff Liaison

Holly Cuciz
Recording Secretary

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Special Meeting of Sister Cities Commission (SCC)
Date of Meeting: Wednesday, October 1, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Finance Conference Room

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Arthur, Garcia, Grilli, Lind, Mateo, Swiger
Commissioners/Alternates Absent: Chahal, Downey, Iringan
Mayor, City of Milpitas Present: Jose Esteves
City Council Liaison Absent: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates Alternate Mateo was seated.

III. Agenda **MOTION** to approve the October 1, 2003, agenda.

M/S: Swiger/Lind Ayes: All

IV. Announcements/Correspondence

Mayor Esteves welcomed the Tsukuba International Relations Committee (IRC) on behalf of the City of Milpitas and its citizens. He stated that he looked forward to a continued friendship and productive cultural exchange.

Mr. Aizawa with IRC provided this statement as Mr. Ohsaka interpreted: Last November Kukizaki merged with Tsukuba and the IRC joined Tsukuba members. Although their name has changed, they would like to continue a good friendship with Milpitas. He read a greeting letter from the Mayor of Tsukuba and presented a gift to Mayor Esteves.

Mr. Mendizabel spoke on behalf of the Milpitas Unified School District (MUSD) by welcoming the Tsukuba delegation. He stated that they are looking forward to sending students to Tsukuba next summer.

Introductions followed, noting these representatives:

Mr. Harehiko Nomura, Vice President, Tsukuba International Relations Committee
Mr. Tokio Ohsaka, Director, Tsukuba International Relations Committee
Mr. Hisashi Aizawa, Director, Tsukuba International Relations Committee
Ms. Mayo Fuura, Director, Tsukuba International Relations Committee
Ms. Nami Iitsuka, Staff Member, Tsukuba International Relations Division

VII. Citizen's Forum

No comments.

VIII. New Business

1. MEMORANDUM OF UNDERSTANDING, MILPITAS/TSUKUBA MOU, AUG. 2003 – AUG. 2004

Chair Garcia opened the discussion by stating that she requested this official meeting to meet with the IRC representatives and Tsukuba City staff. A tour of City Hall was conducted during the day for the IRC.

Mr. Ohska distributed a handout about Tsukuba, which included their history and statistics. He is a physicist and was invited to work in Tsukuba. He also distributed pictures and maps of the area. He noted that Tsukuba is different than Kukizaki and other cities in Japan because of how it was established. In 1966 the government made a decision to have a new city for researchers and scholars and created Tsukuba. The government then purchased huge areas of farmland and over forty institutions were created which are mostly government and universities. Tsukuba does not have any industries. The government employees in Tsukuba are usually assigned there for one to three years, with assignments rotating to different locations.

Mr. Ohska stated that they did not bring a signed Memorandum of Understanding (MOU).

Chair Garcia noted, with respect to the Tsukuba delegation, that Milpitas has procedures and guidelines. In order to have visits to other cities, it requires a signed MOU. When she approached Tsukuba initially, she had received word that they would approve the MOU. The MOU was based upon that agreement between Milpitas and Tsukuba.

Mr. Ohska stated that Tsukuba understood this would be a temporary extension. The next MOU should be based on the best way of proceeding between Tsukuba and Milpitas. Tsukuba has other sister city relationships in the United States and requests specific conditions before signing an MOU.

Chair Garcia stated that the commission is pleased to work with the IRC. The commission recognizes and values the difference of procedures and guidelines between the two cities, and is eager to discover with IRC the best way to proceed. Milpitas had a very good student and adult exchange with Kukizaki. Milpitas is more industry oriented as opposed to research, however, there can have valuable adult and business exchanges as well. Again, the commission expresses every willingness to work with Tsukuba to continue the relationship.

Vice Chair Arthur inquired if Tsukuba intends to use the same guidelines it has with the City of Irvine, Tsukuba's other sister city.

Mr. Ohska replied no, however, the IRC desires to set specific boundaries. For instance, Japanese homes tend to be very small and it can difficult to find homes for students.

Grilli asked if the number of students needed to be reduced.

Ms. Iitsuka, Tsukuba staff representative, replied yes and asked if the number could be reduced to eight total.

Swiger suggested four boys and four girls.

Vice Chair Arthur noted that it is essential to send at least two adults as escorts for eight students.

Lind asked about the number of adults.

Ms. Iitsuka replied that up to three adults would be acceptable.

Chair Garcia noted that volunteers in Milpitas cover all of the travel costs and hosting of students. Volunteers financially and physically run the program. She asked if this is an issue.

Mr. Ohska stated that since exchanges are officially supported by the City of Milpitas, then it is not an issue.

Mendizabal stated that the program is run on a volunteer basis, however, the commission is the City's official governing body. The Milpitas City Council officially appoints commissioners and reviews its actions.

Vice Chair Arthur asked if the citizen escort from the airport to Milpitas needs to be an official entourage.

Mr. Ohska replied that it did not need to be an official entourage.

Grilli noted that the City would appoint any escorts so it is viewed as being official. He reiterated that number of students could be adjusted. The city does have a formally funded program to consider and provide funding for certain portions of the program, such as gifts and activities, as well as support from city staff. However, it is expected that travel, lodging and personal expenses incurred for students and adults be borne by those individuals. That cannot change.

Mr. Nomura noted the need for a lecture and training for students before the visits.

Chair Garcia noted that there is a cultural training program in place.

Swiger stated that stricter qualifications might be needed for students because of the reduction.

Chair Garcia noted that a subcommittee of the commission could work further on the selection process.

Swiger noted that in the past, Kukizaki provided transportation from the airport to the City, however, that expense is no longer necessary and the students can pay their own transportation costs.

Grilli noted that the only reason that occurred is because Kukizaki owned transportation that was available to provide such services.

Mr. Nomura stated that he understood the previous relationship between Kukizaki and Milpitas. In terms of the students, he asked if Tsukuba visitors could be picked up at the airport.

Arthur replied yes, host families could be made responsible for meeting and transportation, as in the past, except for special trips.

Chair Garcia noted that the changes would include reducing the number of students to eight and the number of adults to three. She also suggested a two-year agreement. The commission concurred. Tentative changes to the MOU were then proposed and reviewed with all present.

Chair Garcia directed Milpitas staff to reformat a draft MOU for review at the October 23 meeting. Purpose is to email this to Tsukuba staff and IRC for governmental review, comments on any requested changes, and final approval from both Tsukuba and Milpitas City Council.

MOTION to recommend that the Milpitas City Council withdraw the current MOU.

M/S: Grilli/Lind Ayes: All

MOTION to recommend an amended MOU to the Milpitas City Council with a length of two years pending approval from Tsukuba City officials.

M/S: Grilli/Lind Ayes: All

IX. CITY COUNCIL LIAISON REPORT

No report.

XII. Adjournment

No further business was discussed with the meeting adjourned at 9:25 p.m. until the next regularly scheduled meeting, Thursday, October 23, 2003.

M/S Grilli/Lind Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, October 23, 2003
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Arthur, Chahal, Garcia, Grilli, Iringan, Mateo, Swiger
Commissioners/Alternates Absent: Downey, Lind
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates Alternate Mateo was seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes MOTION to approve the Minutes of September 25, 2003, and October 1, 2003.

M/S: Chahal/Iringan Ayes: Arthur, Chahal, Garcia, Grilli, Iringan, Mateo, Swiger

V. Agenda MOTION to approve the October 23, 2003 agenda.

M/S: Iringan/Chahal Ayes: Arthur, Chahal, Garcia, Grilli, Iringan, Mateo, Swiger

VI. Announcements/Correspondence

Chair Garcia announced that Leslie Stobbe, Staff Liaison is on bereavement leave and the commission sent her a card.

VII. Citizen's Forum

None.

VIII. New Business

1. MEETING SCHEDULES THROUGH THE HOLIDAYS

Staff noted that the two upcoming commission meetings occur on national holidays: Thurs., Nov. 27 is Thanksgiving Day and Thurs., Dec. 25 is Christmas Day. Recommendation was to reschedule the Nov. mtg. to 11/20/03. Discussion followed that there was no pending business through January 2004.

Motion to cancel the November and December meetings, and reconvene on January 22, 2004.

M/S: Iringan/Chahal Ayes: Arthur, Chahal, , Grilli, Iringan, Mateo, Swiger
Nays: Garcia

2. 2004 DRAFT WORK PLAN REVIEW

Per consensus from the commission, this item was moved to the January 22, 2004, agenda.

IX. Old Business

3. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

Chair Garcia and the commissioners welcomed two delegates from Dagupan; Rolando Legaspi, Executive Assistant III, Dagupan City Mayor's Office, and Gabriel Cardinoza, Administrative Officer IV, Dagupan City Council. Commissioner Iringan stated that they would like to discuss the December visit to Dagupan for its Pawl Dagupan City Fiesta.

Mr. Legaspi stated that Milpitas visitors would be included in the dinner reception and tours. Dagupan is also creating their own sister cities committee. Also, the Dagupan Mayor will arrive in Milpitas on November 16, 2003, and will be visiting for up to two weeks. Mr. Legaspi will be in contact with Iringan regarding the details of the visit. He also thanked the commission for their warm reception.

Iringan noted that Commissioner Arthur and Mayor Esteves will both travel to Dagupan for the December visit.

Garcia stated that December is a difficult time for people to travel because of family commitments. In addition, travel costs are very high during the holiday months. She suggested picking a different time of year for visits. Mr. Legaspi agreed to work on a visit that would be more suitable for additional visitors.

Arthur asked if they are planning to have a student exchange. Mr. Legaspi stated that they would like to have a student exchange at some point; however, their main focus now is on a government exchange. Garcia suggested an evaluation after their two-year commitment and perhaps that would be the best time to consider a student exchange.

4. RECOMMENDATION OF SISTER CITIES RELATIONSHIP: HUIZHOU CITY, CHINA

Chair Garcia did not have any updated information for this item. It is expected that the final MOU for Huizhou will be reviewed by the commission at their January meeting, and will then be presented to the City Council in February 2004.

5. RECOMMENDED SISTER CITIES RELATIONSHIP: TSUKUBA CITY, JAPAN

During its special meeting of Oct. 1, 2003, the commission received a request from Tsukuba City representatives to edit the current MOU. The commission made two subsequent motions: 1) a recommendation that the current MOU be withdrawn, and; 2) a recommendation to amend the MOU for a length of two years, reduce the number of delegation individuals, and other reformatting details. The commission directed staff to provide a redrafted MOU, which was included in the packet.

Staff stated that any changes to the MOU do need to be presented to the City Council.

Chair Garcia stated that the visit in June is still expected to take place, and requested that staff add this item to the agenda for January 22, 2004.

IX. CITY COUNCIL LIAISON REPORT

No report.

VIII. FUTURE AGENDA ITEMS

1. Chair & Vice Chair Elections (January)
2. 2004 Draft Work Plan Review (January)
3. Standing Items: Sister City Relationships/Cultural Exchanges:
 1. Tsukuba Relationship & Cultural Exchanges
 2. Dagupan Relationship & Cultural Exchanges
 3. Recommended Sister Cities Relationship: Huizhou, China

XII. Adjournment

No further business was discussed with the meeting adjourned at 7:53 p.m. until the next regularly scheduled meeting, Thursday, January 22, 2004.

M/S: Grilli/Iringan Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary